



COMMUNITY MENTAL HEALTH AUTHORITY
CLINTON-EATON-INGHAM

FINANCE COMMITTEE

Meeting Minutes

**Wednesday, January 8, 2014, 5:40 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910**

Committee Members Present: Kam Washburn, Sara Clark Pierson, Carol Koenig, Kay Randolph-Back, Joseph Brehler

Committee Members Absent: Stephen Manchester (notified staff of absence), Raul Gonzales, Chris Swope

Staff Present: Robert Sheehan, John Peiffer, Stacia Chick, Chuck Dougherty, Suzanne Stolz, Andrew Hewat, Chris McDaniel, Donna Brower, Mary Clissold, Jana Baylis, Jeff Labun, Sharon Blizzard, Julie Vermett-Pollok

Public Present: None.

Call to Order:

The meeting was called to order by Vice Chairperson Kam Washburn at 5:40 p.m., once a quorum had arrived. Everyone around the table introduced themselves.

Previous Meeting Minutes:

Kay Randolph-Back asked for a brief statement to be added to the minutes regarding whether or not telephone companies' ability to require voice over internet would impact Community Mental Health Authority of Clinton, Eaton, Ingham counties (CMHA CEI) offices and homes.

MOVED by Carol Koenig and **SUPPORTED** by Kay Randolph-Back to approve the meeting minutes of December 11, 2013 as revised. **MOTION CARRIED** unanimously.

Adoption of Agenda:

MOVED by Joseph Brehler and **SUPPORTED** by Carol Koenig to adopt the agenda as revised with the addition of item #12 -2012/2013 Preliminary Financial Statements. **MOTION CARRIED** unanimously.

Public Comment on Agenda Items:

No comment on agenda items.

BUSINESS ITEMS:

New Expense Contract: 3200 Remy Drive Parking Lot Renovations (34 additional Parking Spaces)

John Peiffer stated this contract is for the CMHA CEI Community Services for the Developmentally Disabled (CSDD) day program at Transitions North and the CMHA CEI Training Unit. An agreement with State of Michigan to use 20 parking spaces of their neighboring property has ceased. Meetings with an architect and engineers revealed that 34 spaces could be added to CMHA CEI's parking lot and that amount will be sufficient to sustain the staff of both units. Project plans were developed and approved by City of Lansing. Bids from several contractors were received and it was determined Carols Excavating, Inc. was the best value. The project is expected to begin in the Spring of 2014. The committee discussed possible contingencies in the contract. John has met with Carols Excavating, Inc. and has a confirmation of their bids and expectations of all parties.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Carol Koenig that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors authorize CMHA CEI staff to enter into a contract with American Institute of Architects (AIA) and Carols Excavating Inc. to complete the following scope of work:

Parking lot renovations to 3200 Remy Drive, Lansing, Michigan 48906, adding an additional 34 parking spaces.

- 1) Demolition work of removing existing trees and shrubs, materials within the proposed area.
- 2) Site grading of the existing property and stripping top soil.
- 3) Installing the appropriate substrate materials, compacted sand and gravel base prior to the application of Asphalt per specifications and painting all lines and stencils.

Total costs associated with this project \$65,328.75

The expense of this contract will be allocated as a fixed asset, depreciated over 20 years at the rate of \$3,266.44 per year and is reflected in CMHA CEI's fiscal Year (FY) 2014 fixed asset budget. The expense will not affect CMHA CEI's fund balance.

MOTION CARRIED unanimously.

Expense Update: 5150 Wardcliff Elementary Site Renovations. Autism Center (Project Update)

John Peiffer gave an update of the project to renovate 11,900 square feet of building and office space at 5150 Wardcliff, Okemos, Michigan, which began November 12, 2013. Some delays have occurred due to the recent ice storm. The project is expected to be completed by January 31, 2014, with the program

moving in February 3, 2014. Currently, CMHA CEI is the only tenant in the building and will occupy 1/3 of the space. CMHA CEI may have input with the Okemos School District regarding future tenants. Square footage needed for CMHA CEI use was determined by CMHA CEI management staff and an architect.

For information only.

Expense Proposal: 2013 Vehicle Purchase (Revised)

John Peiffer presented this revision for approval. The original background fact sheet for \$401,000 to purchase 14 new vehicles was approved by the Finance Committee in July 2013. Price increases occurred on lifts and bubble tops for lift vans and in the State of Michigan vehicle contract pricing; creating a difference of \$3,060.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Carol Koenig that the Finance Committee upon staff recommendation recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties approve an amendment to the purchase of 14 new vehicles, of an increase to \$404,060, and authorize staff to initiate a loan with JP Morgan Chase Bank for this amount.

MOTION CARRIED unanimously.

New Expense Contract: Fiscal Year 2014 JP Morgan Chase Bank Vehicle Loan

Stacia Chick presented for approval resolutions for 14 new vehicles to be purchased under the State of Michigan contract. At the end of the four years, CMHA CEI will own the vehicles.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Carol Koenig that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties adopt the certified resolutions regarding JP Morgan Chase Bank borrowing, reimbursement and tax qualifications for the purchase of 14 vehicles from Gorno Ford in the amount of \$404,060, for a period of four years.

MOTION CARRIED unanimously.

Expense Contract Renewal with Hospitals BCA – Stonecrest Center, Oaklawn Hospital, Samaritan Behavioral Center and Havenwyck Hospital

Andrew Hewat presented renewal of four existing hospital contracts; three contracts for a period of two years and one contract for a period of one year. Carson City Hospital closed their Behavioral Health portion as of January 1, 2014. CMHA CEI contracts with a total of nine hospitals. The committee discussed utilization and capacity in the area.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Sarah Clark-Pierson that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham counties Board of Directors authorize CMHA CEI to enter into a contract with BCA – Stonecrest Center to purchase inpatient services for adults for the period January 1, 2014 through December 31, 2015, and pay an all-inclusive per diem of \$650 in Year One, and \$675 in Year Two for those services; with Oaklawn Hospital to purchase inpatient services for adults for the period January 1, 2014 through December 31, 2015, and pay an all-inclusive per diem of \$795 in Year One, and \$835 in Year Two for those services; with Havenwyck Hospital to purchase inpatient services for children and adults for the period January 1, 2014 through December 31, 2015, and pay an all-inclusive per diem of \$630 in Year One, and \$650 in year Two for those services; and with Samaritan Behavioral Center to purchase inpatient services for adults for the period January 1, 2014 through December 31, 2014, and pay an all-inclusive per diem of \$690 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Ionia County Community Mental Health

Chuck Dougherty presented this contract renewal and stated this will be the final year of this contract. CMHA CEI Information Services Department has been in discussion with Ionia County Community Mental Health for a while as to how they want to handle the transition of ending the contract as they begin using their new software. The date of termination is undetermined at present; although it is anticipated around the end of May, 2014. Termination of this contract will not cause the loss of a personnel position within CMHA CEI.

ACTION:

MOVED by Sarah Clark-Pierson and **SUPPORTED** by Carol Koenig that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton and Ingham counties authorize CMHA CEI to enter into a contract renewal with Ionia County Community Mental Health to provide and maintain the Echo data system, the CEI Clinical System, and the Filebound Document Imaging System for the period of October 1, 2013 through September 30, 2014 and receive \$119,477.16 for that service.

MOTION CARRIED unanimously.

New Revenue Contract: 55th District Court, Mental Health Court (Revised)

Chris McDaniel presented this item and stated it was originally presented to the Finance Committee in October, 2013. There was a cost variance of more than 5% from the October 2013 presentation due to staggering the hiring process of individuals who will staff the Mental Health Court. A Mental Health Therapist has been hired; next will be a Client Services Specialist and Peer Support Specialist. Chris stated early experience with the Mental Health Court in Ingham County has been good. Finance committee members requested periodic progress updates, which will take place in the Program and Planning committee. It was stated that Eaton County is also looking to start a Mental Health Court soon.

ACTION:

MOVED by Joseph Brehler and **SUPPORTED** by Sarah Clark-Pierson that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors authorize CMHA CEI to enter into a new contract with the 55th District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2013 through September 30, 2014, for the amount of \$185,917.40.

MOTION CARRIED unanimously.

Fiscal Year 2012/2013 Preliminary Financial Statements for Year Ended September 30, 2013

Suzanne Stolz reviewed the Financial Statements for the year ended September 30, 2013, noting variances that were over/under \$100,000. The audit is currently taking place and audited Financial Statements will come in April 2014. The audit is going well. Cost of and changes in dosing and billing requirements for injectable medications were discussed. CMHA CEI pays more for injectable medications than they are allowed to bill. Finance Department staff are notifying the State of Michigan of this issue. CMHA CEI uses injectable medications only for certain situations in which they are the best option, such as with individuals who are not **complaint-compliant** in taking oral medications. Oral medications are generally daily dosing, whereas injectable medications last three to four weeks. This cost issue is happening State wide for CMH's. Finance anticipates the final overall net variance will be less than one half %, to the good (under).

For information only.

Bob commended the Finance staff for taking on the additional Finance Director responsibilities.

Robert Sheehan commended CMHA CEI staff who have worked many hours to maintain power to several CMHA CEI sites during the ice storm and removing snow during the snow storm of recent days.

It was stated that CMHA CEI employees will be paid for Monday, January 6, 2014, even though CMHA CEI was officially closed. Crisis Services, Bridges Crisis Unit, the pharmacy and all residential programs remained open. Day programs are still currently closed due to weather conditions.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment: The meeting was adjourned at 6:47 p.m. The next regularly scheduled Finance Committee meeting is February 12, 2014, 812 E. Jolly Rd, Lansing, 5:30 p.m.

Minutes Submitted by:

Julie Vermett-Pollok

**Julie Vermett-Pollok, Program Secretary
Substance Abuse Services & Corrections Mental Health**